



REQUEST FOR OUTSIDE EMPLOYMENT

MIAMI-DADE COUNTY CODE § 2-11(C) STATES THAT ANY FULL-TIME COUNTY EMPLOYEE INTENDING TO HAVE OUTSIDE EMPLOYMENT MUST FIRST SUBMIT A REQUEST TO THE DEPARTMENT DIRECTOR FOR HIS/HER APPROVAL.

Employee Name: _____

Present County Classification: _____

Employee Social Security Number: _____

Name of Company/Organization for
Proposed Outside Employment: _____

Job Title/Responsibilities for
Proposed Outside Employment: _____

Location of Proposed Outside Employment: _____

Work Schedule for Proposed Outside Employment: _____

Total Hours Per Week for Proposed Outside Employment: _____

Will Your Proposed Outside Employer Release You
If And When You Are Called for Emergency Service by the County? _____

Employee's Signature Date

Immediate Supervisor's Approval Date

Yes ☐ No ☐

Division Director's Approval Date

Yes ☐ No ☐

Department Director's Approval Date

Yes ☐ No ☐

NOTE: IN ADDITION TO OBTAINING THE DEPARTMENT DIRECTOR'S APPROVAL, COUNTY EMPLOYEES ENGAGING IN OUTSIDE EMPLOYMENT MUST ALSO FILE AN ANNUAL FINANCIAL REPORT WITH THE ELECTIONS DEPARTMENT BY JULY 1ST OF EACH YEAR IN ACCORDANCE WITH SECTION 2-11.1(K)(2) OF THE MIAMI-DADE COUNTY CODE.